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ABSTRACT

This document outlines the goals and procedures of the Side by Side program, through which the business department at Springdale (Arkansas) High School provides word processing training and computer lab access to students enrolled in courses offered by other departments. The first section describes the procedures for enrolling students in the 3-day word processing program during which students learn to enter short paragraphs and basic word processing commands, enter a report, and enter endnotes and bibliographic references. Outlined next are the main stages in the process of gaining administration approval for and developing the Side by Side program during 1993. An enrollment confirmation form is included. The remainder of the document is the lesson plan for the 3-day course during which students are taught the following skills: accessing a word processing program, understanding a Windows screen, opening/closing files, using basic word processing commands to create and edit text, saving text to diskettes, and printing text. (MN)

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ED 379 424

Springdale High School
Presents

SIDE BY SIDE

A PROGRAM TO SHARE TECHNOLOGY

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SIDE BY SIDE
A Program to Share Technology

The business department will be providing word processing training and computer lab access to your students. During your class period, we will train your students in our labs to produce reports, essays, or research papers.

You are not expected to teach word processing. You will be expected to accompany your students during training.

One to three days' training will be required. ***After students are trained,*** a supervised lab will be open to them every period of the day to work on their assignment (except when the lab is in use for training sessions).

Scheduling

The class will be taught by the business teacher available during that class period.

Lab Schedule

Period	Room	Computers Available	Business Teacher
1	411	14	Kristi Hudnall
2	409	24	Pam Conner
3	411	14	Doris Smith
4	415	17	Marilyn Carrell
5	409	24	Donna Zurborg
6	411	14	Cindy Whitaker
7	411	14	Kelley Williamson

*Students may be expected to share computers

Students of average ability who have had keyboarding and minimal computer training should be able to achieve the following:

1 day:	enter short paragraphs and basic word processing commands
2 days:	enter a report (No endnotes or bibliography)
3 days:	use commands necessary to enter report that has endnotes and bibliography

If your class does not meet the above criteria, more time may be required or adjustments made to the lessons.

When you want to schedule training sessions, please contact the business teacher one week in advance to avoid scheduling conflicts and to allow for the materials to be readied.

Cost

Each student must pay an initial fee when he begins the course.

$2--diskette, instruction packet, and paper
$1--instruction packet and paper
(Student must provide his own 3.5" DS/DD diskette)

Every student who uses the lab ***must*** pay for an instruction packet. This fee will cover the cost of disks, folders, and supplies. Your student will not be asked to pay when he prints his assignments throughout the year.

You will need to turn in the money, number of diskettes needed, and the number of instruction packets needed in advance. During the training days, there will be no time for bookkeeping activities.

Student Access to Labs

Once your students have been trained, they may come to any available business lab to work on their assignments during their free time and/or study halls. There is a supervised lab every period. In order to be admitted to the lab, students will be required to bring their instruction packets for reference. You will need to give them a pass to the lab on the appropriate days.

To be admitted to the lab, your student must:

(1) have a pass from you
(2) have completed the training session
(3) bring his packet of materials

Do NOT send students who have not been trained to our labs!

Do NOT send students unless they have an assignment! They may not come to the lab to play games or just because they have nothing better to do.

We hope you will find this service useful and will take advantage of this opportunity to link your class with business technology. If the program proves successful, we hope to add units on flyers, simple newsletters/newspapers, graphs, and other desktop publishing capabilities.

Side-By-Side
Steps in Setting Up Program

Spring of 1993

Get administrative approval
Be sure one lab per period is included on master schedule

Summer of 1993

Get input from teachers from other departments
Purchase additional hardware and software
Develop materials
- Student packets
  - Software instructions (to be placed beside each computer)
  - Practice materials
  - Format sheets in various standard research paper formats
- Lesson plans (for business teachers)
- Information sheets for academic teachers

Prepare labs
- Load Microsoft Works on all computers in labs
- Load practice materials onto hard drives and make them read only

Fall of 1993

Present program to faculty
Publicize program
(This coming fall we plan to have an in-service in the labs where the teachers will go through the same materials their students will use.)

Lab Supervision

Keep master calendar with scheduled labs
Send additional information to teacher when labs are scheduled
Teach labs
Supervise independent work on days when no labs are scheduled
Keep log of lab usage

Spring of 1994

Get feedback from teachers
Revise materials

Date_____

Teacher Name_____

Thank you so much for signing up to take advantage of the training we are offering through our computer labs. You are currently scheduled to be in room #_____ on the following date(s):_____ during period _____. Your lab will be taught by _____.

Because time is so short during our training sessions, we ask that all "bookkeeping" be taken care of ahead of time. You will need to return the bottom part of this form letting us know if you prefer normal report style for your final draft or if you prefer the MLA style. We need to know how many students to prepare packets for and how many diskettes to prepare. This needs to be returned by_____.

You will also need to turn in $2 for each student who will be attending. You can seal this in an envelope and put it in my box or you can drop it off at room #_____. This needs to be turned in by_____.

We are really excited about this program and look forward to having your class in for a training session. Please remember that you will need to accompany your students for training.

_____
Instructing Lab Supervisor

Return to _____

Your name_____

Number that will be attending_____ x $2.00 =_____
Total Due

Style for final draft (circle one): Regular Report

MLA

LESSON PLANS FOR SIDE BY SIDE

I. Introduction
   1. Pass out diskettes and packets. Put labels on.
   2. Not a full course--just bare basics.
   3. Share computer time, but pay attention all the time.

II. Looking at the Computer
   1. If you see picture--touch the mouse (do not click)
   2. If you see C: --type win and hit enter.
   3. If you are in WordPerfect, hit F7, N, Y
   4. You will see Window screen.

III. Window Screen
   1. Explain icons--different types of software.
   2. Move arrow (using mouse) to the icon for Microsoft Works and click 2X (fast).
   3. Following the manufacturer's information, you will get another menu--click on Start Works Now
   4. Click on Word Processor
   5. You should now have a blank screen for creating text.

IV. Creating Text

   1. Pull out the pink sheet in pink sheet in your folder.
   2. Explain word wrap
   3. Type the paragraph. DS between paragraphs using the enter key.
   4. DO NOT CORRECT ERRORS AT THIS TIME.
   5. Explain scroll bars, Pg Up, Pg Dn, and arrow keys. Can only use when you have entered text.

V. Saving to a Diskette
   1. Put diskette in drive B.
   2. Move arrow to File and click 1X
   3. Move to Save As and click 1X (explain save and save as)
   4. Change directory to B.
      a. Go to drives menu and click on down arrow. Menu will appear.
      b. Click on drive B.
   5. Type your new filename (8 characters and no periods). The computer will add .WPS.
   6. Hit enter.
   7. Check green light and title at top for proper saving.
   8. Save long documents every 10-15 min.

VI. Printing
1. Check switch box--A or B.
2. Move arrow to File and click 1X.
3. Move to Print and click 1X.
4. Hit enter if you want only 1 copy.

VII. Closing
1. Move arrow to File and click 1X.
2. Move arrow to Close and click 1X.

VIII. Opening an Existing File
1. Move arrow to File and click 1X.
2. Move arrow to Open an Existing File and click 1X.
3. Change directory to C
   a. Move arrow drive menu and click on down arrow Drive menu will appear. Click on drive B.
4. Use mouse to move up or down the file menu till you find a file named "ORIGREP.WPS". Click 1X.
5. Move arrow to OK and click 1X.
6. Read only message is normal. Click on OK.
7. You should now see the document on the screen.

IX. Editing
1. Use Pg Up and Pg Dn to view the document.
2. Explain the following:
   a. Backspace--moves back and erases.
   b. Delete--moves forward and erases.
   c. Insert--position cursor over spot you want to insert and type.
3. Move curser (not arrow) to 2nd paragraph. It begins with "Whatever." Correct mistakes.
4. Proofread.
5. Do spell check.
   a. Move arrow to Options and click 1X
   b. Move arrow to Check Spelling and click 1X.
6. Misspelled words will be highlighted.
7. Move arrow to Suggest at bottom and click 1X.
8. Click on the proper spelling.
9. Move arrow to Change and click 1X.
10. It may be the right spelling--just not in dict.
11. DOES NOT REPLACE PROOFREADING.
12. Save as "Movies"

X. Exiting
1. Move arrow to File and click 1X.
2. Move arrow to Exit and click 1X.

APPROXIMATE END OF DAY 1.

I. Review
   1. Get into works menu.
   2. Open "movies file."

II. Typing a Report
   1. Get the blue sheet from your folder.
   2. Go over report format.
      a. margins 1" all around.
      b. leftbound--left margin 1 1/2"
   3. Change margins
      a. Move arrow to File and click 1X.
      b. Move arrow to Page Setup and Margins and click 1X.
      c. Click on margins that need to be changed and retype.
      d. Click on OK.
   4. Center and Bold Title
      a. Use mouse or F8 and arrows to highlight title.
      b. Click on button bar for centered lines.
      c. Click on button bar for Bold B.
      d. Move curser one space after title--highlighting should disappear
      e. Return 2X (on DS) to create QS

   5. Preview Document
      a. Click on File.
      b. Click on Print Preview
      c. Escape when you are done previewing.

   6. Headers and Footers
      a. Move cursor to top of document.
      b. Click on Edit.
      c. Click on Headers and Footers.
      d. Click on No Header First Page
      e. Click on Use Header and Footer Paragraphs.
      f. Click on OK.
      g. On screen you will see H and F at top. On the F line you will see Page *page*.
      h. Highlight *page*. Click on edit. Click on Cut.
      i. Move cursor (not mouse) to H line at the far right. Click on Edit. Click on Paste. *page* should appear.
      j. Go back to the F line and delete Page.
      k. You will not see the page numbers until you preview the document. When you preview they may all look like the number 1. They will print as the appropriate page.
      l. Preview document from File menu.

7. Bold paragraphs
   a. Pull out blue sheet from folder.
   b. Find paragraph headings (circled) and bold each one.
      1. highlight
      2. click B for Bold on button bar at top.

8. Quoted Material
   a. Highlight paragraph that begins "The Makeup Artist."
   b. Click on single spaced document on button bar
   c. Adjust spacing before paragraph by putting cursor on first letter of paragraph and returning 1X.
   d. Make sure text is still highlighted and and click on Format.
   e. Click on Indents and Spacing
   f. Change left and right indents to .5
   g. Click OK.

9. Page Break
   a. Move cursor to first line of paragraph that begins "Animal Trainers."
   b. Press Ctrl Enter.
   c. Dotted line shows page break. (explain)
   d. Move cursor to dotted line and press delete

10. Enumerated Items
   a. Highlight numbered items on page 1.
   b. Click on Single Space on button bar.
   c. Click on Format.
   d. Click on Indents and Spacing.
   e. Change left margin to 1; right margin to .5 and first line of text to -.5. Click on OK.
   f. Use Enter to DS between enumerated items.
   g. Tab line "it is funny" to align.

11. Moving
   a. Highlight Animation paragraph.
   b. Click on Edit. Click on Cut. Paragraph will disappear.
   c. Position cursor above Prop and Set Builders paragraph.
   d. Click on Edit. Click on Paste. Paragraph will reappear.

12. Superscript
   a. Position cursor after period in quoted paragraph.
   b. Click on Format
   c. Click on Font and Style
   d. Click on superscript option
   e. Click OK
   f. Press 1
   g. Look on green sheets to find superscripts

#2 and #3. Repeat steps to insert.

13. Endnotes
    a. Position cursor at end of document.
    b. Press Ctrl <P> for a page break.
    c. Look at green sheet to find endnotes and type
14. Bibliography
    a. Press Ctrl <P> for a page break.
    b. Click Format
    c. Click Indents and Spacing
    d. Change margins to

left margin	.5
1st line margin	-.5
left margin	leave as is

    ed. Type bibliography